

Role of the CSH Coordinator FAQ

Is it ok to serve as both the CSH coordinator and hold other responsibilities such as supervise school nurses or provide physical education instruction?

The General Assembly appropriated CSH funding to address the need to coordinate and expand capacity for school systems to address school health issues. Except for a few very small school systems, all coordinators work full time to fulfill the requirements of the CSH grant. This is not a direct service provider position. Rather the coordinator is the one person who fully understands the CSH scope of services and is responsible for grant implementation. Coordinator roles include but are not limited to that of liaison, facilitator, partnership-builder, data collector, report writer, public awareness developer, advocate, information sharer and overall school system "Champion" for CSH. For the same reasons that a Food Service Director would not be expected to also provide physical education instruction part time, the CSH Coordinator does not have the time nor the funding authority to accept additional job responsibilities. All grantees will be monitored for employing a full time coordinator that only works on CSH grant initiatives.

Does the coordinator work on grant budget issues?

The Coordinator is expected to keep track of expenditures throughout the grant period. We strongly encourage coordinators to develop close relationships with their finance staff so that quarterly reports are made in a timely manner, that all expenditures are indeed CSH expenditures and that all funds are expended by the end of the year. We do not allow carry over funds. Some finance staff may not be used to working in close collaboration with program staff so coordinators may need to initiate a strong collaborative relationship.

What kind of professional development opportunities are available for the coordinators?

The Office of Coordinated School Health (OCSH) staff provides consultation services to coordinators. In addition, OCSH has an extensive website section dedicated to coordinator support. (see www.tennessee.gov/education/schoolhealth) A list serve has been developed that will distribute the latest school health information to all coordinators on a regular basis. Throughout the year, state and regional training institutes will be held to provide CSH professional development. On a monthly basis, OCSH partners with the Tennessee Department of Health to provide a video conference meeting. Coordinators are expected to attend these video conference at their nearest regional health department site.